



PUBLIC EVENT APPLICATION

Mayor's Office of Consumer Affairs & Licensing, Boston City Hall, Room 817, Boston, MA 02201

Tel. (617) 6354165
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1. Name of Event: _____
2. Date(s) _____ Time: from _____ to _____
_____ from _____ to _____
_____ from _____ to _____
3. Location: _____
4. Description of Property: _____ ☐ Public ☐ Private (include copy of rental agreement)
5. Name of Organizer: _____ Contact Person: _____
Address: _____ Telephone: _____
Telephone: _____
6. Number of attendees expected: _____
7. MA Tax # _____
8. Admission Fee/Donation: _____
9. Is the event being advertised? _____ Where? _____
10. What age group is the event targeted to: _____
11. Have you notified neighborhood group or abutters? ☐ No ☐ Yes, who? _____
By what method were abutters notified? _____
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ACTIVITIES: (please check where applicable)

- A. Vending: ☐ food ☐ beverage ☐ goods Total # of Vendors: _____
- B. Entertainment: ☐ live music ☐ DJ ☐ radio/CD ☐ performers ☐ dancing
☐ amplified sound ☐ stage
- C. Games/Rides ☐ adult rides ☐ kiddie rides ☐ games ☐ raffle
☐ other _____ Total #: _____
Name of Carnival operator: _____
Address: _____
Telephone: (____) _____
- D. Security Personnel: # _____ How will they be identified? _____
- E. Special effects: fireworks or other pyrotechnics ☐ Yes ☐ No
- F. Clean Up: #of trash receptacles _____ ☐ street sweeping ☐ steam cleaning
Name of cleaning contractor: _____ (include copy of contract)
- G. Insurance required? ☐ Yes (include copy of insurance policy) No ☐
- H. Portable toilets: # _____ regular # _____ handicapped accessible

DEPARTMENT APPROVAL:

It will be necessary for you to obtain permits or certificates from the following departments:

Approval
Required

Date:

Signature:

- | | | |
|--------------------------|---------------------------------|-----------------------------|
| <input type="checkbox"/> | 1. <u>Special Events:</u> | _____ |
| <input type="checkbox"/> | 2. <u>BFS / Police Captain:</u> | _____ |
| | <u>Is detail required:</u> | <u># of detail assigned</u> |
| <input type="checkbox"/> | 3. <u>Transportation:</u> | _____ |
| <input type="checkbox"/> | 4. <u>ISD/Health:</u> | _____ |
| <input type="checkbox"/> | 5. <u>ISD/Building:</u> | _____ |
| <input type="checkbox"/> | 6. <u>Fire:</u> | _____ |
| <input type="checkbox"/> | 7. <u>Public Works:</u> | _____ |
| <input type="checkbox"/> | 8. <u>Parks:</u> | _____ |
| <input type="checkbox"/> | 9. <u>Property Management:</u> | _____ |
| <input type="checkbox"/> | 10. <u>EMS</u> | _____ |
| <input type="checkbox"/> | 11. <u>Licensing Division:</u> | _____ |

The Departments listed above have their own application process. Applicants are responsible for applying for and obtaining all required permits and certificates from the various individual Departments.

Regulations:

1. All members of the organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments. Any violation may result in a denial of a future permit.
2. The applicant and/or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any city department will result in the denial of the application.
3. The applicant is responsible to ensure that there is no illegal activity on the premises.
4. All concessions must be: stationary, placed in the street, and against the curb for free passage in the street and sidewalk, cannot exceed 12 ft. in length and 4 ft. in width, and must have 4ft. between each stand (10 ft. if propane is used).
5. Federal law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks clear and make sure that no storage is allowed on sidewalk.
6. Any items to be sold must be listed with their prices. All can sodas must be purchased in Massachusetts.
7. The applicant will be responsible for any damage to any public property.
8. The applicant is responsible for filing their application in a timely manner: at least 30 days in advance for larger events and at least 14 days in advance for smaller events. Non-compliance may result in a denial of the application.
9. The applicant shall indemnify and hold harmless the City of Boston and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license.
10. The City of Boston reserves the right to revoke the application at anytime.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____ Date _____